

# Hopton and Coton Parish Council

Email: [hoptonclerk@gmail.com](mailto:hoptonclerk@gmail.com)

Website: [www.hoptonandcotonparishcouncil.org.uk](http://www.hoptonandcotonparishcouncil.org.uk)

3<sup>rd</sup> November 2021

To: **Members of Hopton and Coton Parish Council**

Dear Councillor

You are summoned to attend a meeting of the **Hopton and Coton Parish Council** which will be held on **Wednesday 10<sup>th</sup> November 2021** at **7.00pm** to be held at **Hopton Village Hall, Wilmore Hill Lane, Hopton ST18 0AW**

In the interests of maintaining COVID-19 safety, please adhere to guidelines and to the facilities appropriate public access

If you have any COVID-19 symptoms or a cough/cold, please can we advise you not to attend in the interests of everyone's public safety

Yours sincerely

**H. Marr**

Hannah Marr  
Parish Clerk and Responsible Financial Officer

## Agenda

- 1 To receive apologies for absence
- 2 To receive declarations of Members' interests
- 3 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments

To ensure that COVID-19 compliance and safety, attendance numbers will be limited. You can submit your comments and questions in advance to be read out at the meeting

Please submit your questions and comments to the Clerk in advance to be read out at the meeting by emailing [hoptonclerk@gmail.com](mailto:hoptonclerk@gmail.com) before 9am on the day of the meeting

- 4 To receive a report regarding policing matters
- 5 To confirm the minutes of the meeting held on 13<sup>th</sup> October 2021  
*(attached)*
- 6 To consider the approval of payments  
*(to follow)*
- 7 To receive an update from the Borough Councillors covering Hopton and Coton Parish
- 8 To receive an update from the County Councillors covering the Hopton and Coton Parish

- 9** To consider matters related to appointing the Internal Auditors for the financial year 2021 / 2022
- 10** To consider matters related to planning applications
- 11** To consider matters related to the Neighbourhood Plan
- 12** To consider the establishment of a Finance and Governance Committee  
*(terms of reference attached)*
- 13** To consider matters related to the Councils Communication Plan
- 14** To consider matters related to any urgent business needed to be carried out by the Parish Council

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## Minutes of the Meeting held on Wednesday 13<sup>th</sup> October 2021

- 21/273 Present:-  
Councillors Lewis Brindley, June Brown-Bullivant, Paul Gilbert (Chair), Paul Lamond and Steve Spennewyn (Vice-Chair)
- In Attendance:-  
Hannah Marr (Clerk) and John Blount (Assistant Clerk)
- Public question time
- Concerns were raised regarding the caravan dumped on Within Lane
- Members were asked to introduce themselves to those present in the interests of transparency
- Concerns were raised regarding the Council's website and the information which should be made available to the public
- Concerns were also raised regarding the lack of publicity on the work of the Council and in particular its recent community engagement events relating to the Neighbourhood Plan
- Concerns were raised regarding the recent tree inspection around the village
- 21/274 To receive Councillor David Stubbs Declaration of Acceptance of Office  
Councillor David Stubbs signed his Declaration of Acceptance of Office
- 21/275 To receive apologies  
Apologies were received from Councillor John Rogers
- 21/276 To receive declarations of interests  
No declarations of interests were received
- 21/277 To consider requests for dispensations under the Localism Act 2011  
No dispensations were received
- 21/278 To consider the accuracy of the Minutes of the Council meeting of 8<sup>th</sup> September 2021  
The Minutes were approved
- 21/279 To receive a report from a PCSO for the area  
No report was available
- 21/280 To receive an update from a Stafford Borough Councillor for the Ward  
No report was available
- 21/281 To receive an update from a Staffordshire County Councillor for the Division  
No report was available

21/282 To consider matters arising which are not otherwise on the Agenda

The issues listed were:-

- Report on the Trent Valley Collaboration Group Meeting on 21<sup>st</sup> September in Tixall Village Hall
- Tree inspection at the Village Hall
- Report on the Community Engagement events related to the Neighbourhood Plan
- Highways issue 4243400 (inspection of pipework between two gullies)
- Caravan dumped in field in Within Lane which was reported to Stafford Borough Council

Members provided an update on the above

21/284 To consider the report for the Communications Working Group

Councillor Spennewyn provided an update

21/285 To consider the future ownership of playgrounds in the Parish

Councillor Spennewyn provided an update

21/286 To consider highways' signage issues in the Parish

Councillor Spennewyn provided an update

21/287 To consider the speed limit along the Tixall Road after Audlem Road

Councillors Spennewyn and Lamond provided an update

21/288 To consider requesting a dog waste bin to be fitted on the Staffordshire Technology Park sign on Beaconside

Councillor Lamond provided an update and the item was deferred to a future meeting pending further information and discussions

21/289 To consider changing the name of the Parish Council to Hopton and Coton Community Council

This item was deferred to a future meeting pending further information and discussions

21/290 To consider issues raised by Hopton Community Hub Charitable Trust

Councillor Lamond provided an update and the item was deferred to a future meeting pending further information and discussions

21/291 To consider comments on planning applications and appeals

There were no planning applications or appeals to discuss

21/292 To consider Borough Council consultation on the Gambling Act 2005, Draft Statement of Principles 2022 to 2025

The item was deferred to a future meeting

21/293 To consider authoring payments

It was **resolved** to approve payments totalling:-

- Net: £3,562.45
- Gross: £3,881.37

21/294 To approve the bank reconciliation as a true record

It was resolved that the bank reconciliation was a true record

21/295 To receive any correspondence

There was no correspondence to discuss

21/296 To resolve to exclude the press and public during the consideration of the following item under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business being transacted

It was **resolved** to exclude the press and public

21/297 To consider matters related to employment

Employment matters were discussed and it was **resolved** to call a meeting of the Employment Committee



**Hopton and Coton Parish Council**  
**Finance and Governance Committee**  
**Terms of Reference**

**Propose**

The purpose of the Finance and Governance Committee is to focus on the financial and governance issues of the Council. All matters from this Committee will be noted by Council

The meetings are open to all Members but only those resolved to be appointed as Members of this Committee have voting rights

**Membership**

Four Members will be appointed to the Finance and Governance Committee and the Quorum shall be no less than three serving Members of Council

**Functions**

The Committee will be responsible for:-

- Monitor all the income and expenditure of the Council
- Recommend the annual budget and parish precept to Council for agreement
- Monitor the internal and external auditing and make recommendations to Council regarding any improvements and issues relating to financial and governance controls
- Govern the conduct of all financial transactions of Council
- The Responsible Financial Officer (RFO) is responsible for the proper administration of the Councils financial affairs and will work alongside the Committee to make suggested recommendations to Council for improvement and/or amendment in accordance with regulations, legislation and best practice
- The RFO is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee and Councils duties to ensure sound financial and governance controls
- Membership of the Finance and Governance Committee is to be reviewed and voted on annually

**Powers and Responsibilities**

- To monitor the Councils financial position
- To propose amendments to the Councils budget as required
- To review the Councils internal controls
- To propose the budget and precept for the forthcoming financial year
- To consider the end of year accounts and annual return
- To review and propose accounting practices and systems
- To review the Councils insurance, reserves and assets
- To review and agree all tenders including agreements of scope of works
- To annually assess the financial risks facing the Council
- To review governance, policies and procedures of the Council

# Hopton and Coton Parish Council Meeting Wednesday 10<sup>th</sup> November 2021

## Matters related to Staffordshire Local Government Pension Scheme

Under the LGPS (Local Government Pensions Scheme) Regulations employees of a “Designating Body” such as a Parish or Town Council can only join the LGPS if their employer nominates that members of staff as eligible for membership of the Scheme.

Participating in the LGPS as an Employer requires a Parish or Town Council committing itself to future expenditure and because of that, the matter of joining must be considered at a meeting of the Council in accordance with Para 39 (1) Sch. 12 of the Local Government Act 1972 which states:-

*“Subject to the provisions of any enactment (including any enactment in this Act) all questions coming or arising before a local authority shall be decided by a majority of the members of the authority present and voting thereon at a meeting of the authority.”*

Parish and Town Councils must therefore reach a majority agreement at a meeting of the Council and elect to become an Employer in the Staffordshire Local Government Pension Fund. Also, the Council must indicate the name, class of employees or roles of employees who they nominate as permitted to join.

The Staffordshire Local Government Pension Fund will require a copy of the minute of the meeting confirming the decision to permit nominated eligible employees to join the Scheme together with individual “Notification of Appointment Forms” for each new joining employee.

### **Consideration Sought**

Members are asked to consider making a resolution to nominate that the Clerk, as an employee, is eligible to join the Staffordshire Local Government Pension Fund who facilitates the LGPS for the local area

Once the resolution has been taken, Staffordshire Local Government Pension Fund will be notified and further information will be reported back to Council at a future meeting



Hopton and Coton Parish Council - Year to Date Finances 2021 / 2021 (Current Account)

Prepared for Meeting held on 10th November 2021

No	Date	Payee	Description	Chq	Chq Date	Cashed	Income	Net	VAT	Gross
<b>Unpresented Cheques - 2020 / 2021</b>										
	01/04/21			858			£ 30.00			
	06/04/21			863			£ 1.02			
							<b>£ 31.02</b>			
<b>Reciepts</b>										
1	09/04/21	Western Power Distribution	Rental				£ 30.37			
2	15/04/21	Staffs BC	Precept				£ 19,652.00			
3	19/04/21	GOGW					£ 0.09			
4	11/05/21	credit 33					£ 8.70			
5	11/05/21	credit 34					£ 7.87			
6	28/05/21	Lottery Fund	Grant - Neighbourhood Plan				£ 6,834.00			
7	05/08/21	Mrs S Gibson	Refund salary overpayment				£ 151.94			
8	05/08/21						£ 18.00			
<b>Payments</b>										
	01/04/21		?	000858				£ 30.00	£ -	£ 30.00
	06/04/21		?	000863				£ 1.02	£ -	£ 1.02
1	07/04/21	St James, Salt with St Peters Hopton	Burial Ground Donation	000872	07/04/21	14/04/21		£ 250.00	£ -	£ 250.00
2	07/04/21	Transfer to Reserves Account	Neighbourhood Plan Earmarked Reserve	000871	07/04/21	13/04/21		£ 4,000.00	£ -	£ 4,000.00
3	07/04/21	Clerk	Broadband	000870	07/04/21	13/04/21		£ 31.44	£ -	£ 31.44
4	07/04/21	SPCA	Councillor Training	000869	07/04/21	29/04/21		£ 25.00	£ -	£ 25.00
5	07/04/21	HMRC	Tax/NI Three Months	000868	07/04/21	26/04/21		£ 884.39	£ -	£ 884.39
6	07/04/21	SPCA	Employee Training	000867	07/04/21	29/04/21		£ 30.00	£ -	£ 30.00
7	07/04/21	Loggerheads Tree Services	Pollard Willow Tree	000866	07/04/21	21/04/21		£ 840.00	£ -	£ 840.00
8	05/05/21	Royal Mail	PO Box Subscription	000878	05/05/21	20/05/21		£ 300.00	£ 60.00	£ 360.00
9	05/05/21	Toplis Associates	Year End Internal Audit	000877	05/05/21	01/06/21		£ 120.00	£ 24.00	£ 144.00
10	05/05/21	Clerk	Salary Underpayment	000876	05/05/21	12/05/21		£ 32.40	£ -	£ 32.40
11	05/05/21	Clerk	Broadband	000875	05/05/21	12/05/21		£ 34.94	£ -	£ 34.94
12	05/05/21	Mazaars	External Audit	000874	05/05/21	02/06/21		£ 200.00	£ 40.00	£ 240.00
13	05/05/21	Pear Technology	Digital Mapping	000873	05/05/21	17/05/21		£ 140.00	£ 28.00	£ 168.00
14	04/06/21	Assitant Clerk	Salary Underpayment	000885	04/06/21	08/06/21		£ 0.60	£ -	£ 0.60
15	04/06/21	Cleaner	Salary Underpayment	000884	04/06/21	12/07/21		£ 2.66	£ -	£ 2.66
16	04/06/21	Clerk	Salary Underpayment	000883	04/06/21	08/06/21		£ 32.40	£ -	£ 32.40
17	04/06/21	Clerk	Broadband	000882	04/06/21	08/06/21		£ 34.94	£ -	£ 34.94
18	04/06/21	SPCA	Councillor Training	000881	04/06/21	10/06/21		£ 50.00	£ -	£ 50.00
19	04/06/21	SPCA	Annual Membership	000880	04/06/21	10/06/21		£ 205.00	£ -	£ 205.00
20	04/06/21	Clerk	Ink Cartridges	000879	04/06/21	08/06/21		£ 22.49	£ 4.50	£ 26.99
21	07/07/21	Clerk	Salary Underpayment	000892	07/07/21	14/07/21		£ 34.40	£ -	£ 34.40
22	07/07/21	Clerk	Broadband	000891	07/07/21	14/07/21		£ 34.94	£ -	£ 34.94
23	07/07/21	Trent Ground Maintenance	Mowing and Maintenance	000890	07/07/21	20/07/21		£ 478.00	£ 95.60	£ 573.60
24	07/07/21	Trent Ground Maintenance	Mowing and Maintenance	000889	07/07/21	20/07/21		£ 408.00	£ 81.60	£ 489.60
25	07/07/21	SPCA	Training	000888	07/07/21	29/07/21		£ 30.00	£ -	£ 30.00
26	07/07/21	HMRC	Tax/NI Three Months	000887	07/07/21	23/07/21		£ 922.22	£ -	£ 922.22

# Hopton and Coton Parish Council - Year to Date Finances 2021 / 2021 (Current Account)

Prepared for Meeting held on 10th November 2021

No	Date	Payee	Description	Chq	Chq Date	Cashed	Income	Net	VAT	Gross
27	07/07/21	Royal Mail Group	Freepost Annual Payment	000886	07/07/21	15/07/21		£ 99.50	£ 19.90	£ 119.40
30	06/07/21	Trent Ground Maintenance	Grasscutting	000899	11/08/21	20/08/21		£ 408.00	£ 81.60	£ 489.60
32	06/08/21	Trent Ground Maintenance	Grasscutting	000900	11/08/21	20/08/21		£ 408.00	£ 81.60	£ 489.60
33	11/08/21	Locum Clerk	Expenses and Salary	000896	11/08/21	19/08/21		£ 465.77	£ -	£ 465.77
34	21/07/21	Staffordshire Wildlife Trading	Conference facilities	000894	07/07/21	10/08/21		£ 109.50	£ 2.90	£ 112.40
SO	28/04/21	Salaries April		SO	28/04/21	28/04/21		£ 1,041.00	£ -	£ 1,041.00
SO	28/05/21	Salaries May		SO	28/05/21	28/05/21		£ 1,041.00	£ -	£ 1,041.00
SO	28/06/21	Salaries June		SO	28/06/21	28/06/21		£ 1,041.00	£ -	£ 1,041.00
SO	28/07/21	Salaries July		SO	28/07/21	28/07/21		£ 1,041.00	£ -	£ 1,041.00
SO	20/04/21	Hopton Village Hall		SO	20/04/21	20/04/21		£ 30.00	£ -	£ 30.00
DD	07/06/21	Credit Card		DD	07/06/21	07/06/21		£ 39.24	£ -	£ 39.24
DD	07/07/21	Credit Card		DD	07/07/21	07/07/21		£ 218.53	£ -	£ 218.53
DD	06/08/21	Credit Card		DD	06/08/21	06/08/21		£ 24.99	£ -	£ 24.99
SO	31/08/21	Salary	Cleaner	SO	31/08/21	31/08/21		£ 46.00	£ -	£ 46.00
31	26/07/21	Tixal and Ingestre Village Hall	Room Hire	000897	11/08/21	31/08/21		£ 34.00	£ -	£ 34.00
29	31/07/21	SLCC	Job Advertisement	000898	11/08/21	06/09/21		£ 184.00	£ 36.80	£ 220.80
DD	06/09/21	Credit Card		SO	06/09/21	06/09/21		£ 67.96	£ -	£ 67.96
35	08/10/21	Locum Clerk	Expenses and Salary	000901	08/10/21	16/09/21		£ 979.35	£ -	£ 979.35
37	25/08/21	Staffordshire County Council	Tree Surgeon	000903	08/10/21	17/09/21		£ 229.98	£ -	£ 229.98
	08/10/21	Village Hall	Salt Church Payment	000905	08/10/21	17/09/21		£ 18.00	£ -	£ 18.00
36	23/08/21	Mazaars	External Audit	000902	08/10/21	21/09/21		£ 300.00	£ 60.00	£ 360.00
28	21/07/21	Colwich Parish Council	Printing	000893	21/07/21	23/09/21		£ 63.72	£ -	£ 63.72
SO	28/09/21	Salary	Cleaner		28/09/21	28/09/21		£ 46.00	£ -	£ 46.00
								<b>£ 26,702.97</b>	<b>£ 17,111.38</b>	<b>£ 17,727.88</b>
<b>Unpresented cheques 05/11/2021</b>										
38	31/08/21	Trent Ground Maintenance	Grasscutting	000904	08/10/21			£ 408.00	£ 81.60	£ 489.60
39	28/10/21	Salary	Clerk	906	13/10/21			£ 1,265.45	£ -	£ 1,265.45
40	28/10/21	Salary	Locum	907	13/10/21			£ 559.38	£ -	£ 559.38
41	28/10/21	Salary	Cleaner	SO	28/10/21			£ 46.00	£ -	£ 46.00
42	07/10/21	Trent Ground Maintenance	Grasscutting	908	13/10/21			£ 523.00	£ 104.60	£ 627.60
43	16/09/21	SPCA	Training Course	909	13/10/21			£ 30.00	£ -	£ 30.00
44	14/09/21	SPCA	Good Councillor Guides	910	13/10/21			£ 9.50	£ -	£ 9.50
45	21/09/21	Wellers Hedleys	Village Hall Lease	911	13/10/21			£ 1,012.00	£ 202.40	£ 1,214.40
46	13/10/21	Clerk	Mileage	912	13/10/21			£ 56.70	£ -	£ 56.70
47	08/10/21	D & G Office	Stationery	913	13/10/21			£ 59.60	£ 11.92	£ 71.52
								<b>£ 3,969.63</b>	<b>£ 400.52</b>	<b>£ 4,370.15</b>
								<b>£ 21,081.01</b>	<b>£ 1,017.02</b>	<b>£ 22,098.03</b>

Hopton and Coton Parish Council - Year to Date Finances 2021 / 2021 (Current Account)

Prepared for Meeting held on 10th November 2021

No	Date	Payee	Description	Chq	Chq Date	Cashed	Income	Net	VAT	Gross
							Balance Bought Forward	£ 15,283.76		
							Income up to 01/11/21	£ 26,702.97		
							Expenditure up to 01/11/21	£ 17,727.88		
								<b>£ 24,258.85</b>		
							Unpresented Cheques 08/11/21	£ 4,370.15		
							Funds left after payments	<b>£ 19,888.70</b>		
							Recommended General Reserve to be kept	£ 10,000.00		